Overview: This guide provides instruction for terminating **Contract Pay Faculty on 9 pay 12 contracts** who terminate *during* the course of their contracts. It is a **two-part** process. The contract pay must be adjusted since the employee will not be working for the full contract period and should not receive the full contract pay amount. Also, the termination must be recorded.

This guide also provides information for Contract Pay Faculty on 9 pay 12 contracts who terminate at the **end** of the Spring Semester.

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Workforce to Workforce Administration.

**Note:** The screen shots used in this guide may not be representative of your access.

### Termination of 9 Pay 12 Contract Type

1. **Navigate to Job Data page**
   - Workforce Administration
   - Job Information
   - Job Data

2. **Job Data search page displays**
   - Enter one or more of the search fields
   - Click Search

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3. Work Location page displays

- Click \( \text{ + } \) to insert a row
- Effective Date defaults to current date. Change to effective date of the change. **Date must be equal to 1\(^{st}\) day of pay period for which payroll deadline has not passed**
- Choose Action “Pay Rate Change” and Reason “CRG”
- Click \( \text{ Comment } \) to record comments related to the termination

4. **Calculate New Compensation Amount based on termination date. See example:**

Example: Academic Year salary = $84,000. Employee terminates effective March 19. Calculate new total contract amount owed.

Part I- $84,000/2 = $42,000. Employee worked entire Fall Semester & should receive full pay.

Part II- Calculate amount owed for Spring. First, calculate # of days in the semester to get daily rate. For this example, 90 days in a semester is assumed.

$42,000/90 = $466.67 daily rate.

Part III- Calculate # of working days in Spring Semester faculty member has worked & multiply by daily rate. Assume 38 days have been worked. (Note: Official University holidays for your campus are counted as working days.)

$466.67 \times 38 = $17,733.46

Part IV- Add Fall salary & amount owed for Spring for new total salary.

$42,000 (Fall Semester) + $17,733.46 (Spring Semester) = $59,733.46

$59,733.46 = New Total Salary.
5. Click Compensation tab
   - Enter new total salary amount in Comp Rate field
   - Click Calculate Compensation
   - Click Contract Pay

6. Contract Pay page displays
   - Click + to insert a new row
7. New Contract Pay row displays

- Effective date is 1st day of pay period for which the payroll deadline has not passed
- Enter Contract Pay Type of Pay Over 12 Months & Pay Terms = Pay Over Contract
- Override Contract End Date with new Contract End Date & Begin Date if needed
- Check your work & click OK

8. Compensation page re-displays

- Click Save
- The contract has been adjusted to cover the period of time the employee actually worked
- The system will automatically pay the employee back any summer accrual as of the termination date
9. **Employee must still be Terminated**

- Termination transaction row cannot be added until payroll has processed for the month the employee is receiving his/her final pay. Employee must be in Active status to receive the final pay.
- Wait until payroll has been processed and then enter termination row.
- Because termination date is 1st day the employee no longer works for the university, in this example, the effective date of termination is 3/20.

10. **Complete Termination**

- Click \[ to enter notes relevant to the termination.
- When notes have been added, review and **Save**.
- Contract has been adjusted to cover period employee actually worked, and employee has been terminated.
11. Contract Pay

Accrual paid out through summer

- Insert row on Work Location page
- Effective Date must = 9/1/XX. An effective date for the termination cannot be prior to the payment end date of the contract.
- Payment end date for 9 pay 12 is always August 31st.
- Insert appropriate notes about the termination and payout choice by clicking
- No adjustments need to be made to any other page
- Review and Save
12. **Contract Pay**

- Insert row on Work Location page
- Effective date must be greater than the payment end date for the contract. The effective date of the termination will be 6/1/XX
- **NOTE:** This termination data must be entered and approved prior to May payroll deadline in order for employee to be paid in full on his/her May paycheck
- Enter appropriate notes
- On Compensation page, click Contract Pay button

13. **Contract Pay**

- Insert row
- Enter effective date of 5/1/XX
- Payment Terms default to Pay Over 12 Months
- Change terms to Pay Over Contract
- Check Contract Begin and End dates. Change to actual contract Begin & End dates if necessary
- Click **OK** to return to Compensation page
14. Compensation page re-displays

- Review and Save
- Employee will receive all funds paid into his/her accrual account in May pay
- Employee will be terminated effective 6/1/XX

Termination of 9 Pay 12 Contract complete